

Harwich Water Department  
BOARD OF WATER COMMISSIONERS  
Meeting on Tuesday January 20th, 2015

Present: Chairman Allin Thompson, Vice Chair Danette Gonsalves, Clerk Donald Bates, Town Administrator Chris Clark, Selectman Larry Ballantine, Comptroller Sandra Cummings, Billing Administrator Wellesley Marsh, Distribution Foreman Steve Hicks, Secretary Tracey Alves

Chairman Thompson called the meeting to order at 8:15 a.m.

Chairman Thompson entertained a motion to adopt the special Minutes from December 22nd, 2014 as well as the Minutes from the meeting of January 7th, 2015. Vice Chair Gonsalves moved to approve this motion with a second by Clerk Bates; 3-0-0

The Board discussed reevaluating the condition of the Lothrop Ave water tank. It was decided that another engineering inspection should be done to the tank in the early spring.

Chairman Thompson began conversation on the topic of interim leadership within the Department. Thompson emphasized that the Water Department has been moving in a positive direction and that it is only a few more weeks until the Director/Superintendent position is to be readvertised. Thompson doesn't feel that the proposed plan to have the Town Engineer physically present to oversee the Water Department for the next few weeks, a couple hours a day is necessary. Vice Chair Gonsalves commented that there is an extensive amount of training involved in integrating someone new into a Department. Thompson proposed having Comptroller Cummings and Foreman Hicks lead the Department until someone new comes in. Town Administrator Clark agreed that the Town Engineer's physical presence at the Water Department is not necessary but that it may be beneficial to have him attend Board meetings and task him certain projects that he could contribute to in the interim. Clark then offered to continue his existing arrangement of overseeing the Water Department in the interim and proposed meeting with Cummings and Hicks to develop a plan and an approach on moving forward.

There are certain changes that are being made to both the job title and job description of Director of Water & Wastewater before it is put back out for advertising. Town Administrator Clark feels that the title of Director of Water & Wastewater may have created the wrong expectations for what the Town really needs. The title of Director may be changed back to Superintendent when the job is readvertised.

Comptroller Cummings, Town Administrator Clark and Chairman Thompson will be attending a meeting later on today related to water withdrawal from the aquifer.

The Board discussed the Department fire truck. The fire truck is used for pumping large quantities of water when there is a leak. It was decided that since the vehicle is not used very often that it may not be necessary for the Department to maintain such a vehicle. The Board suggested that the Department sell the vehicle and look into getting a pump trailer instead.

Comptroller Cummings is coordinating scheduling to meet with the leaders of both Duxbury and Mashpee individually. She will see if they can come to Harwich one day after a Board meeting to discuss how each town has transitioned from water to water and wastewater.

Anise Electrical has raised a few issues regarding the electrical installation out at Well 10. The first issue involves the wiring of the SCADA control panel. Anise claims that this scope of work was not included in their contract. The feeling is that they also did not have any electricians that were capable of performing the work. The contracted builder, Winston Builders hired Metropolitan Electrical to perform this scope of work for \$8,600 since Anise was incapable. This figure was deducted from Anise Electricals contract and because of this there may be future repercussions. There were other issues with Anise as well, related to the design and bid documents. There was an electrical panel that needed upgrading that didn't get done. The Department's electrician Scott Currie will be completing that task. Overall, Anise Electrical has been very difficult to work with.

In February, the Ceremix will arrive for Well 10. There was a change in one of the construction components for Ceremix which resulted in a \$37,400 reduction in cost. The Board will need to sign the paperwork for this reduction.

Chair Thompson complimented Winston Builders saying that they have been a great contractor during the Well 10 construction.

Comptroller Cummings will be collaborating with Consultant Doug Gardner in reviewing indirects and going over water rates. Gardner will be volunteering a couple hours of his time to help in doing so. The Board discussed the possibilities of Gardner doing a full blown rate study for the Department. The cost of such a study usually ranges from \$7,000 to \$8,000. The Board asked for Comptroller Cummings to gather a few quotes for this type of work for comparison. However, working with Mr. Gardner would be convenient as he does live locally. The rate study is needed as the Town has multiple capital projects on the horizon and it would be good to put a plan into place.

The Town Report was revamped and has been submitted.

Review still needs to be done regarding going over past NSTAR bills during the duration of time for which the Department received a bill for approximately \$27,000 for an "unmetered condition."

Water technicians Dave Nicholson and Dana Milan have requested to register for the next upcoming treatment class to obtain licensure. Currently, there isn't a strict policy/procedure in place regarding continuing education/certification/licensure. Both union contracts, administrative and water, do list that continuing education is available. Three other Department members with seniority just completed the Distribution class. The class was paid for by the Department along with reimbursement for books and testing fees (upon passing grades). The Board would like to review this topic further and examine it from all of its various angles with a goal of writing a policy for it in the future. The Board agreed that Nicholson and Milan can enroll in the Treatment class, however, the way things are right now is a courtesy and shouldn't set precedence. This may be the type of thing that needs to be negotiated when contract negotiations come back around.

The Department is waiting on an updated price quote to redevelop Well 2. The quote will include redeveloping Well 2 along with the installation of a submersible pump to replace the current turbine pump.

The coating will be applied to the Route 39 tank in the spring.

The plans for the monopole cell tower out back of the Water Department are ready and will be passed along to Haley & Ward for review.


The Cape Cod Commission has a meeting this afternoon and the topic is on wastewater. The focus will be on who will be in control of wastewater, how the wastewater plan will be followed, as well as who will make sure that the watersheds are clean, etc. There are upcoming meetings on this topic on February 25th and February 26th, 2015.

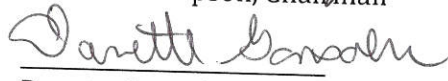
Vice Chair Gonsalves commented that a flyer with information related to wastewater needs to be mailed out soon to residents by means of tax, census or water. Billing Administrator Marsh said that three weeks' notice is required and that she would need all of the details by the first week in February if the flyer is to be inserted into the spring water bill.

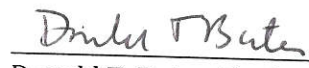
The Board will meet again on Tuesday, February 3rd, 2015.


Chairman Thompson motioned to adjourn at 9:21 a.m. with a second from Vice Chair Gonsalves; 3-0-0


Respectfully submitted,

  
Allin P. Thompson, Chairman

  
Danette Gonsalves, Vice Chair

  
Donald T. Bates, Clerk

  
Sandra Cummings, Comptroller

  
Tracey Alves, Board Secretary